

GOVERNANCE POLICY

POLICY AND PROCEDURES OF THE SASKATOON BOARD OF POLICE COMMISSIONERS

Approved by
The Saskatoon Board of Police Commissioners
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POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 1: MISSION

POLICY NO.: 1.1

MISSION:

1. The mission of the Saskatoon Board of Police Commissioners (the “Board”) is to strengthen the culture of community safety in Saskatoon.
2. The Board endorses a community based approach to policing and adopts the following definition:

“community based policing” is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that exist in that community that threaten community safety.
3. In fulfilling its mission, the Board has the following goals:
 - (a) To provide objective oversight of the Saskatoon Police Service;
 - (b) To be a conduit between the public and the Saskatoon Police Service;
 - (c) To operate effectively and efficiently.
4. The Board supports collaborative partnerships between the Saskatoon Police Service and individuals and organizations to develop a culture of community safety.
5. The Board must be and be seen to be:
 - (a) independent of Police Service administration and management;
 - (b) independent of City Council;
 - (c) independent of political affiliation and interest groups;
 - (d) accessible to both the public and the Police Service;
 - (e) publicly accountable for the governance of the Police Service;
 - (f) responsive to the community; and
 - (g) fiscally responsible.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 2: GENERAL BOARD MATTERS

POLICY NO.: 2.1

GENERAL BOARD MATTERS:

1. Under *The Police Act, 1990* (“the *Act*”) the Board is responsible:
 - (a) for the delivery of policing services within the municipality of Saskatoon; and
 - (b) for:
 - (i) providing general direction, policy and priorities;
 - (ii) developing long terms plans for the Police Service and monitoring the implementation of (i) and (ii).
2. The Board may make directives that are not inconsistent with the *Act* or the *Act’s* regulations setting general policies for the governing and administration of the Police Service.
3. General policies of the Board of a continuing or ongoing nature may, where practicable, be published as policy statements of the Board.
4. The Board will elect a Chair and one or more Vice Chairs, each year, as soon as is practicable following appointments to the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 3: THE CHIEF

POLICY NO.: 3.1

APPOINTMENT OF CHIEF:

1. The Board has responsibility to appoint a Chief of Police.
2. The Board may enter into a contract of employment with the Chief on such terms as the Board may determine.

RESPONSIBILITIES OF THE CHIEF:

3. The Chief is responsible for:
 - (a) the management, administration and operation of the Police Service;
 - (b) the maintenance of law and order in the municipality; and
 - (c) the maintenance of discipline within the Police Service.

RELATIONSHIP BETWEEN THE BOARD AND THE CHIEF:

4. Because the *Act* entrusts operational decisions to the Chief, the Board must not participate in the day-to-day management of the Police Service or in the delivery of policing services.
5. Although the *Act* entrusts operations to the Chief, the Board does not react passively to the Chief's proposals, but questions and examines their appropriateness to the overall interests of the Police Service and the community.
6. The Chief takes direction from the Board as a whole, and not from any individual Board member.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 3: THE CHIEF

POLICY NO.: 3.1
(continued)

GENERAL DIRECTION RE: PERSONNEL:

7. The Chief shall ensure that within the Police Service:
 - (a) Policies are in place to address workplace discrimination and harassment;
 - (b) Active steps are taken to support a positive work environment;
 - (c) There is fair and equitable treatment in recruiting, hiring, training, evaluation, assignment of work, transfers and promotions;
 - (d) There is equal opportunity for employment;
 - (e) Guidelines are in place and training is given on:
 - (i) The core values of the Service;
 - (ii) Respect for the rights of others guaranteed by the *Charter* and *The Human Rights Code*;
 - (iii) Confidentiality of information; (iv) Conflicts of interest;
 - (iv) Cultural training;
 - (v) Commitment to deliver policing free of bias, racism, discrimination and harassment.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 4: FINANCIAL

POLICY NO.: 4.1

FINANCIAL:

1. The Board shall submit to Saskatoon City Council (“Council”) for consideration and approval the Board’s estimates of all money required for the next year for the Board and the Saskatoon Police Service.
2. The Capital Budget and the Operating Budget must each be approved by the Board so that they may be submitted to the City Director of Finance by a date, as coordinated by Financial Services.
3. When Council has approved the estimates or determines the gross amount of the estimates, the Board shall then submit a copy of the estimates to the Saskatchewan Police Commission.
4. The Board cannot, without the prior approval of Council, authorize the expenditure of any monies in excess of the estimates approved by Council, or authorize any expenditure of monies for any matter or purpose not included in the estimates.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 5: STANDARDS OF PERFORMANCE

POLICY NO.: 5.1

STANDARDS OF PERFORMANCE:

1. Board members shall comply in all respects with the Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees, contained in City Policy C01-003, as amended from time to time.
2. Members will be required to sign an acknowledgment that the Code of Conduct has been received and the member agrees to comply.
3. The Code of Conduct is not intended to be exhaustive. If issues arise outside of the specific provisions of the Code, they should be addressed in accordance with the general principles and spirit of the Code, or through the exercise of sound ethical judgment.
4. Board members shall act honestly and in good faith in exercising the duties of their office to the best of their abilities.

CORPORATE OPPORTUNITIES:

5. Members must not take personal advantage of, or divert to their own benefit, commercial opportunities they learn about in the course of carrying out their duties as a member.
6. A member must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon the member's position or authority, or upon confidential or non-public information the member gains by reason of their position or authority.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 5: STANDARDS OF PERFORMANCE

**POLICY NO.: 5.1
(continued)**

CONFIDENTIALITY:

7. Board members may receive confidential information in the course of their duties. Members will respect the confidentiality of such information.

CONFLICT OF INTEREST:

8. A member is required to declare a conflict of interest whenever the Board is discussing a matter that has financial implications for the member, or where the member knows or ought reasonably to know that in the making of the decision there is an opportunity to further the member's own private interests or the private interests of a closely connected person.
9. If a member declares a conflict of interest, or if it is determined by the remaining members of the Board that the member has a conflict of interest, the member shall not participate in a debate or vote on the matter, but shall leave the meeting during discussion of the matter, and the Secretary will so indicate in the minutes. The member shall not attempt in any way before, during or after the meeting, to influence the voting on the matter.

WORKING ENVIRONMENT:

10. Members will ensure a respectful working environment free of harassment, including sexual, sexual orientation, racial, religious, verbal or physical harassment.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 5: STANDARDS OF PERFORMANCE

POLICY NO.: 5.1
(continued)

11. The Board and members shall comply with the City of Saskatoon Anti-Harassment Policy for Civic Boards, Commissions, Authorities and Committees, appended to City Policy C01-003, as amended from time to time.

PREFERENTIAL TREATMENT:

12. Members must not act in their official role to assist organizations or persons in their dealings with the Board or the Service if this may result in preferential treatment to that organization or person.

RESOURCES OR CITY OF SASKATOON PROPERTY:

13. Members must not use Board resources or services or City of Saskatoon property to pursue their private interests or the interests of a closely connected person.

GIFTS, BENEFITS AND ENTERTAINMENT:

14. Members must not solicit or accept benefits, entertainment or gifts in exchange for, or as a condition of the exercise of their duties or an inducement for performing an act associated with the member's duties or responsibilities for the Board.

REMUNERATION:

15. There is no remuneration paid to a member and a member shall not accept remuneration from any source for services rendered to the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 6: BOARD STRUCTURE

POLICY NO.: 6.1

BOARD MEMBERS:

1. All members of the Board are responsible for the effective governance of the Police Service and ensuring that the Police Service has the resources to carry out its objectives.

Main Responsibilities:

- attend meetings as regularly scheduled and as deemed necessary by the Board;
- maintain confidentiality of any information disclosed or discussed at a meeting of the Board or part of a meeting of the Board that was closed to the public;
- participate in establishing overall long-term and short-term goals, objectives and priorities in fulfilling the mandate of the Board;
- recommend policies and programs to the Board including strategic planning, risk assessment/management and communications strategies;
- participate in monitoring and evaluating the performance of the Chief through annual review;
- participate in monitoring and evaluating the effectiveness of the Police Service through regular review of programs and activities;
- prepare for and participate in the discussions and the deliberations of the Board;
- foster a positive working relationship with other Board members and the Chief; and
- ensure that the Board complies with its statutory obligations.

Core attributes, competencies and experience:

- understanding of the distinction between the strategic and policy setting role of the Board and the operational responsibilities of the Chief;
- capability to give leadership to the development of the Board and the Police Service;
- commitment to the vision, mission, values and strategic goals of the Board;
- ability to work as a member of a team;
- respect for and tolerance of the views of others;
- recognition of the time commitment and the willingness to devote the time and energy necessary to perform the role of a board member;
- enthusiasm and capacity for resolving challenging issues;
- knowledge and appreciation for family systems and community dynamics in Indigenous and diversified communities.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 6: BOARD STRUCTURE

POLICY NO.: 6.2

THE CHAIR:

1. The Chair of the Board, in addition to fulfilling all of the responsibilities of a Board member, provides leadership to and presides over the activities of the Board, particularly concerning the Board's:

- review and approval of the Strategic Plan;
- monitoring use of the Service's financial resources;
- monitoring the Service's performance; and
- relationship with the Chief, the Service, the Saskatchewan Police Commission, the Minister of Justice, and the public.

Main responsibilities:

- ensure proceedings of Board meetings are followed;
- be a member ex officio of all committees and attend committee meetings as appropriate;
- develop and maintain an effective Board structure;
- foster a positive working relationship with other Board members and the Chief;
- ensure that the policies essential for achieving the mandate of the Board are developed and applied;
- provide guidance and leadership to the Chief on key issues, as mandated by the Board;
- represent the Board to the public and to other stakeholders;
- develop relationships and represent the Board as required; and
- be a signing authority on behalf of the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 6: BOARD STRUCTURE

POLICY NO.: 6.3

VICE-CHAIR:

1. The Vice-Chair performs all the functions of the Chair, in the absence or unavailability of the Chair.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 6: BOARD STRUCTURE

POLICY NO.: 6.4

SECRETARY TO THE BOARD:

Main responsibilities:

- sign, along with the Chair, all contracts and agreements entered into by the Board;
- signing authority for Board-approved expenditures;
- have custody of, and keep up-to-date, *Saskatoon Board of Police Commissioners Police Pension Plan Bylaw No. 1876*;
- take charge of and safely keep all documents and records of the Board;
- report and be accountable to the Board;
- receive all correspondence addressed to the Board and ensure that it is placed on the Board's next agenda when appropriate;
- prepare and distribute agendas of Board meetings, both regular and special, communicate the resolutions and instructions of the Board to the appropriate parties, and conduct the official correspondence of the Board;
- attend all meetings of the Board, both regular and special, and truly record in the minutes all resolutions and proceedings of the Board;
- have custody of the seal of the Board;
- arrange for payment of invoices from the Board's solicitor and provide quarterly reports to the Board regarding the status of expenditures;
- coordinate and provide general oversight of activities of any external resources contracted by the Board, and arrange for payment of invoices;
- appoint an Acting Secretary in absence of the Secretary;
- provide advice to the Board on procedural matters; and
- ensure that the Board conducts its business in accordance with its legislative responsibilities pursuant to *The Police Act, 1990*.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 7: COMMITTEES

POLICY NO.: 7.1

COMMITTEES

1. The Board may establish standing or ad hoc committees as required. The Board shall establish terms of reference for all of its committees and regularly review such terms of reference.
2. The Board may appoint any or all of its members to any standing or ad hoc committee.
3. All committees shall report out to the Board as a whole as soon as practicable.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 8: PERFORMANCE ASSESSMENT

POLICY NO.: 8.1

THE BOARD:

1. The Board will establish a mechanism for assessing its capacity and evaluating its performance.
2. The Board will conduct a formal Board evaluation at least once every two (2) years and an informal/short-form review annually as part of its strategic planning process.
3. The Board will report the results of the performance evaluation in a Board Activity Report in its public agenda.
4. The Board evaluation will allow the Board to determine:
 - (a) whether key responsibilities in the Board policy manual are being fulfilled;
 - (b) the adequacy and timeliness of information being received;
 - (c) the appropriateness of meeting agendas and meeting time allotted;
 - (d) how well Board members are working together, appropriateness of communication and discussion, degree of consensus achieved on key issues, etc.; and
 - (e) the overall level of the Board's effectiveness.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 8: PERFORMANCE ASSESSMENT

POLICY NO.: 8.2

THE CHIEF:

1. The Board will conduct a review of the performance of the Chief at least once each year not later than December 31st.
2. The review will consist of both a written evaluation as well as an *in camera* session between the Chief and the Board.
3. The purpose of the annual performance review will be to assess the Chief's performance against goals and objectives, as well as to set goals and objectives for the upcoming 12 month period and beyond.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 9: STRATEGIC PLANNING

POLICY NO.: 9.1

THE BOARD'S STRATEGIC PLAN:

1. The Board has responsibility for developing, monitoring and amending its own Strategic Plan. The document, and the associated process, is intended to enunciate and communicate key priorities that will ensure the ongoing effectiveness of the Board in its roles as a conduit between the community and the Police Service, as well as in its role in providing oversight to the Saskatoon Police Service.
2. The Strategic Plan developed by the Board should contain several overriding goals, and within those goals, a number of specific strategies and associated actions. The Plan should also provide timelines for execution of these actions, as well as identify the desired outcomes of the successful completion of the strategies and actions.
3. In order to achieve the intended results envisaged under the Board's Strategic Plan, the Board should regularly review it so as to ensure its timely and successful execution.
4. The Board should review the Strategic Plan on an annual basis, updating and amending it as required. Such reviews should identify successful points of execution as well as areas in which results achieved were not as envisaged. This review process will enhance the usefulness of the Strategic Plan and assist the Board to achieve its mission and mandate.
5. The Board will, to the degree possible, communicate the elements of its Strategic Plan, along with its execution, publicly.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 9: STRATEGIC PLANNING

POLICY NO. 9.2

THE SERVICE'S STRATEGIC PLAN:

1. The primary responsibility of the Saskatoon Board of Police Commissioners relative to the Strategic Plan developed by the Saskatoon Police Service is to exercise the Board's oversight role by approving the broad principles of the Plan, ensuring that those principles are consistent with the expectation that the Service will provide an adequate level of protection to the community.
2. A secondary responsibility of the Board is to review reports on the monitoring of the Plan, as prepared by the Police Service, in a manner that enables the Board to assess the progress being achieved by the Service in the Plan's execution. It is expected that the Police Service will provide an annual status report on its Strategic Plan execution to the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 10: CALENDAR OF REPORTS

POLICY NO.: 10.1

CALENDAR OF REPORTS:

1. The Chief, in consultation with the Secretary and the Chair, shall prepare an annual calendar of regular reports to the Board.
2. The Chief will present other reports to the Board as requested or directed by the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 11: INFORMATION REQUESTS

POLICY NO.: 11.1

INFORMATION REQUESTS:

1. The Board supports the principle of reasonable public access to records in its custody or control that facilitates public participation in the development and maintenance of a safe city.
2. The Chair is the “head” of the Board for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act (“LAFOIP”)*.
3. The Secretary shall coordinate the receipt and response to information requests.
4. Every reasonable effort will be made to assist applicants and to respond to each applicant openly, accurately and completely, subject to the provisions of LAFOIP.
5. Requests for disclosure of reports made by the Police Service to the Board will be transferred to the Police Service for processing pursuant to section 11 of LAFOIP.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.1

REGULAR AND SPECIAL MEETINGS:

1. Prior to the commencement of a new calendar year, the Board shall establish the dates, times and place of regular scheduled meetings of the Board.
2. The Board may dispense with the holding of a regularly scheduled meeting of the Board or change the date, time or place of a regularly scheduled meeting.
3. The Board may hold special meetings as required, at the call of the Chair.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.2

NOTICE OF MEETINGS:

1. Notice of a Board meeting shall not be required. Nevertheless, if in the opinion of the Secretary it is feasible the Board's Secretary may advertise the date, time and place of a regularly scheduled meeting of the Board by:
 - (a) Placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the meeting;
 - (b) Posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the meeting; and
 - (c) Posting a notice of the City's webpage no later than the Friday preceding the date of the meeting.

2. If all members of the Board consent, a member may participate in a meeting of the Board or a Committee of the Board by means of telephone or other communications facilities that permit all persons participating in the meeting to hear each other, and a member participating in the meeting by these means is deemed to be present at that meeting.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.3

PUBLIC AND IN CAMERA MEETINGS

1. All meetings of the Board shall be open to the public except the Board may meet *in camera* to consider any of the following matters:
 - (a) contract negotiations;
 - (b) personnel matters;
 - (c) reports and opinions from a solicitor for the Board;
 - (d) reports from the Public Complaints Commission; and
 - (e) reports relating to security and to specific police operations which the Board decides should be considered in private.

2. The Board may consider other matters in private session if, in the opinion of the Board, there are privacy issues which require the matter to be dealt with in private, and the Board has passed a resolution that the matter be considered in private session.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.4

AGENDA:

1. The Secretary shall prepare the agenda for Board meetings and distribute copies of the agenda along with all reports or communications to be dealt with at the meeting, to each member of the Board at least 48 hours before the next Board meeting.
2. The Secretary shall post the agenda for the public portion of the agenda on the Board`s website.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.5

ORDER OF BUSINESS:

1. The order of business of every regularly scheduled Board meeting shall include:
 - (a) Public Meeting:
 - (a) Minutes/delegations/presentations;
 - (b) Correspondence/City Council referrals;
 - (c) Routine/statistical reports;
 - (d) Responses to Board referrals;
 - (e) Other Board inquiries.
 - (b) In Camera Meeting:
 - (a) Minutes/delegations;
 - (b) Correspondence/complaints;
 - (c) Information items;
 - (d) Union matters;
 - (e) Legal matters;
 - (f) General matters;
 - (g) Board issues.
2. The business shall, in all cases, be taken up in the order in which it stands on the agenda unless otherwise determined upon motion passed by a vote of a majority of the members present.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.6

QUORUM:

1. A quorum of the Board is three (3) members of the Board, one of which must be a member of City Council and at least one of which must be a member-at-large.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.7

COMMENCEMENT OF MEETING:

1. The Chair will commence the meeting at the time specified for the meeting and as soon as quorum is present.
2. If neither the Chair nor Vice-Chair is present within 5 minutes of the time specified for the meeting and a quorum is present, the Acting Chair shall take the Chair and commence the meeting until the arrival of the Chair or Vice-Chair.
3. If a quorum is not present within 15 minutes of the time specified for the meeting, the Board meeting shall be adjourned until the next regularly scheduled Board meeting.

POLICY AND PROCEDURE OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.8

MINUTES:

1. The Secretary shall record the minutes of each Board meeting and shall distribute copies of the minutes of the last Board meeting to each Board member of the Board at least 48 hours before the next Board meeting.
2. Any member of the Board may request that a portion of the minutes be read aloud.
3. Any member of the Board may make a motion amending the minutes to correct any mistakes.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.9

COMMUNICATIONS:

1. Communications which are written to the Board, but which do not request an opportunity to speak to the Board, shall be dealt with by the Secretary in the following manner:
 - (a) all communications which relate specifically to a matter already on the agenda of a Board meeting shall be referred by the Secretary, whenever possible, to the Board meeting dealing with that matter;
 - (b) all other communications shall be referred by the Secretary, in consultation with the Chair, to:
 - (i) a regularly scheduled Board meeting along with a recommendation as to the appropriate action to be taken with respect to the correspondence;
 - (ii) a Board committee; or
 - (iii) the police administration.
2. Where a communication has been referred directly to a Board committee or to the police administration, the Secretary shall report this action to the Board.
3. The Board may change or cancel the referral of any communication to a Board committee or the police administration.
4. In order to be referred to the next regularly scheduled Board meeting a communication must be received by the Secretary on or before noon of the Tuesday of the week preceding the regularly scheduled Board meeting.
5. Notwithstanding subsections (1) and (4), the Board may consider any communication.
6. Communications requesting an opportunity for a delegation to speak to the Board shall be dealt with in accordance with the following section "Delegations".

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.10

DELEGATIONS:

1. Delegations wishing to speak to the Board, solely on a matter which is already on the agenda of a Board meeting, shall submit a written application to the Secretary outlining the item on the agenda to which they wish to speak before 5:00 p.m. on the day immediately preceding a regularly scheduled Board meeting.
2. The Secretary shall refer any application to speak to the Board, solely on a matter which is already on the agenda of a Board meeting, to the Board meeting dealing with that matter, whenever possible.
3. Delegations wishing to speak to the Board, on a matter which is not on the agenda of a Board meeting, shall submit a written application to the Secretary outlining concisely the subject matter which the delegation wishes to place before the Board by noon on the Tuesday of the week preceding the next regularly scheduled Board meeting at which the delegation wishes to speak.
4. The Secretary shall refer any application to speak to the Board, on a matter which is not already on the agenda of a Board meeting, to:
 - (a) the next regularly scheduled Board meeting; or
 - (b) whenever possible, the regularly scheduled Board meeting at which the delegation requests to speak.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.10
(continued)

5. Each delegation shall be limited to one speaker, except where the Board permits otherwise, and the total time allowed for any one delegation to make its presentation shall be 5 minutes, excluding any time spent addressing any questions posed by the Board.
6. A delegation may not return to speak to the Board on the same matter for a period of 12 months without Board approval.
7. The Secretary may refuse to place any request to speak on the agenda of the Board if subsections (1) and (3) are not followed.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.11

SCANDALOUS, CRIMINAL OR OFFENSIVE COMMUNICATIONS OR DELEGATIONS:

1. Notwithstanding Policies 12.9 and 12.10 if, in the opinion of the Secretary, a communication or an application to speak to the Board, is scandalous, criminal or offensive to the accepted rules of addresses to a public body, or contains inappropriate personal information, the Secretary shall refer the matter to a meeting of the Board *in camera* for direction as to its disposition.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.12

COMMUNICATION OR DELEGATIONS AS TO POLICE OPERATIONS:

1. If, in the opinion of the Secretary, a communication or an application to speak to the Board is primarily in relation to police operations, the Secretary shall, in consultation with the Chair, refer the communication or application to police administration. Such referral shall be reported to the Board. The Board may change or cancel the referral to police administration.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.13

MEMBER'S ENQUIRY:

1. An “enquiry” is a request in writing made by a member of the Board at a Board meeting for a report providing information typically related to an operational matter or a matter of particular interest.
2. A member of the Board may make an enquiry at any meeting of the Board regarding any matter to:
 - (a) any committee of the Board;
 - (b) the police administration.
3. All enquiries must be in writing and delivered to the Secretary.
4. The Secretary shall refer all answers to enquiries to a Board meeting.
5. The Chair may rule that any enquiry is out of order as not constituting a proper enquiry and refuse to put forward the enquiry.
6. Any member of the Board may request further information if they feel the reply to an enquiry is insufficient, but this request must be approved by the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.14

MOTIONS – GENERAL:

1. A motion is properly before the Board once it has been moved by a member and has been accepted by the Chair.
2. When a motion is under debate no other motions may be made, except:
 - (a) to refer the motion to a Board committee or the police administration;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date;
 - (d) to request that the motion be put to a vote; or
 - (e) to adjourn the meeting.
3. Any motions allowed under subsection (1) shall be considered in the order in which they were moved.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.15

MOTION TO DEFER TO A FIXED DATE:

1. If a majority of the Board decides to defer a motion to a fixed date, the motion cannot be considered by the Board until the fixed date.
2. Notwithstanding subsection (1), the Board may consider a deferred motion before the fixed date if all members of the Board agree that the motion may be considered before that date.
3. The only amendment allowed to a motion to defer to a fixed date is to change the date.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.16

REQUEST THAT MOTION BE PUT TO VOTE:

1. A motion requesting that a motion be put to a vote cannot be amended or debated.
2. If a motion requesting that a motion be put to a vote is passed by the Board, the original motion shall immediately be put to a vote of the Board without any amendment or debate.
3. If a motion requesting that a motion be put to a vote is not passed by the Board, the original question may be amended or debated.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.17

MOTION TO ADJOURN:

1. A motion to adjourn is allowed at any time during a Board meeting, except:
 - (a) when a member of the board is speaking;
 - (b) when the members of the Board are voting on a motion;
 - (c) when it has been requested that a motion be put to a vote;
 - (d) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.

- (e) A motion to adjourn shall be decided without debate.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.18

MOTION TO AMEND:

1. A motion may be amended to:
 - (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.

2. The amending motion must be:
 - (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.

3. An amending motion may be amended.

4. A sub-amendment must be:
 - (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.

5. When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.

6. No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; and
 - (c) a motion requesting that a motion be put to a vote.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.19

MOTIONS CONTRARY TO RULES:

1. The Chair may refuse to put to the Board a motion which is, in the opinion of the Chair, contrary to the rules of the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.20

MOTION TO RESCIND

1. A motion to rescind shall apply to resolutions and shall not apply to bylaws passed by the Board.
2. A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
3. A motion to rescind may be made at any time following the Board meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
4. A motion to rescind may be moved and seconded by any Board member regardless of which they voted on the original motion.
5. A motion to rescind to debatable.
6. A motion to rescind may be amended.
7. Except as provided in subsection (h), a motion to rescind shall only be made by a notice of motion duly made pursuant to Policy 12.24.
8. The Board may, by unanimous consent of the members present, waive the requirement for notice.
9. A motion to rescind shall in all cases require 4 votes to pass.
10. A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone;
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have taken place.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.21

MOTION TO RECONSIDER

1. A motion to reconsider shall apply to a resolution and shall not apply to bylaws passed by the Board.
2. A motion to reconsider is in order whether the original motion passed or failed.
3. A motion to reconsider may only be made the same Board meeting as the original motion was voted on.
4. A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tie vote, the prevailing side is those who voted against the motion.
5. A motion to reconsider may be seconded by any Board member regardless how the member voted on the original motion.
6. A motion to reconsider is debatable, only if the motion being reconsidered is debatable.
7. A motion to reconsider cannot be amended.
8. A motion to reconsider shall require a majority vote of the members present at the meeting.
9. If the motion to reconsider is adopted, the original motion is immediately placed before the Board to be reconsidered.
10. Once a vote to a motion to reconsider has taken place, there shall be no further motion to reconsider this resolution.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.22

WITHDRAWAL OF MOTIONS:

1. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.23

DISTINCT PROPOSITIONS:

1. When a motion under consideration contains distinct propositions, the vote upon each proposition may be taken separately, if requested by a member of the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.24

NOTICE OF MOTION:

1. A motion introducing a new matter shall not be considered by the Board unless notice of the motion has been submitted in writing to the Secretary at a previous regular meeting of the Board, or a notice of motion has been provided to the Secretary of the Board no later than 12:00 p.m. on the Tuesday of the week immediately preceding the Board meeting.
2. A notice of motion shall include a copy of the actual motion to be placed before the Board.
3. The Board may, by unanimous consent of the members present, waive the requirement for notice.
4. All notices of motion received by the Secretary pursuant to subsection (1) shall be considered at the next regular Board meeting.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.25

REINTRODUCTION OF MATTERS PREVIOUSLY CONSIDERED:

1. A Board member shall not introduce a matter for consideration by the Board if, within the 12 months immediately preceding reintroduction of the matter, the Board has dealt with the same matter by resolution.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.26

MOTIONS ARISING FROM COMMUNICATIONS:

1. For the purposes of this section, “new communication” shall refer to a communication regarding a matter not already on the Board agenda.
2. The Board shall not consider a communication if the matter has previously been communicated to the Board within the previous 12 months.
3. Except as provided in subsections (4) and (5), no motion arising from a new communication to Board shall be considered by the Board until the next regular meeting of the Board.
4. The Board may consider a motion arising from a communication to the Board at a current regular meeting of the Board if:
 - (a) it is a motion to accept the information as received;
 - (b) it is a motion to refer the matter to a Board committee or the police administration.
5. The Board may, by unanimous consent of the members present, agree to consider any motion at a current regular meeting of the Board.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.27

POINT OF ORDER:

1. When any member of the Board believes that another member of the board has not followed the rules of procedure of the Board, they may ask that the Chair rule on a point of order.
2. When a point of order is raised, the member of the Board speaking shall immediately wait until the Chair decides the point of order raised.
3. A point of order must be raised immediately at the time the rules of procedure of the Board are breached.
4. The member of the Board against whom a point of order is raised may be granted permission by the Chair to explain.
5. A point of order is not subject to amendment or debate.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.28

LEGAL ADVICE:

1. Where a majority of the members present at a Board meeting wish to hold a part of the meeting in private to receive legal advice, the Board may adjourn for a period of time sufficient to receive legal advice.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.29

VOTING OF BOARD:

1. A member of the Board attending a Board meeting shall vote at the meeting on a matter before the Board and no abstentions shall be permitted.
2. If there is an equal number of votes for and against a motion, the motion is defeated.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.30

VOTING OF CHAIR:

1. The Chair shall vote on all questions.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.31

RECORDED VOTE:

1. Before a vote is taken by the Board, any member of the Board may request that the vote be recorded.
2. If a vote is recorded, the minutes must show the names of the members of the Board present and whether each member voted for or against the proposal.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.32

SPEAKING:

1. No member of the Board shall:
 - (a) speak more than once to the same motion, except to explain a material portion of his or her speech which may have been misquoted or misunderstood; or
 - (b) speak for longer than 5 minutes on the same motion.

2. Notwithstanding subsection (1), a majority of the members of the Board present may give any member of the Board leave to speak to the same motion more than once or for longer than 5 minutes.

3. The member of the Board who has moved the motion under debate may reply once to the speeches given by the other members of the Board regarding the motion.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.33

APPEAL:

1. Any member of the Board may appeal any ruling of the Chair to the whole of the Board.
2. A ruling of the Chair must be appealed immediately after the ruling is made or the ruling will be final.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.34

UNFINISHED BUSINESS:

1. Any matters of business which remain on the agenda at the time the Board concludes its meeting shall be put on the agenda of the next regularly scheduled Board meeting.
2. Only those persons who had requested to speak to the Board at the original Board meeting shall have the right to be heard at the later Board meeting.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.35

PERSONS ALLOWED AT BOARD TABLE:

1. In addition to members of the Board, the following persons shall be allowed to sit at the Board table during Board meetings:
 - (a) the Secretary;
 - (b) the Board's legal counsel;
 - (c) the Chief of Police;
 - (d) the Deputy Chiefs of Police;
 - (e) such other members of the police administration as authorized by the Chair; and
 - (f) such persons as are permitted by the Chair.

2. Unless authorized by the Chair, no person shall be permitted beyond the foot of the Board table.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.36

LEAVING THE MEETING:

1. Every member of the Board who leaves a Board meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Chair and the Secretary.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 12: BOARD MEETINGS

POLICY NO.: 12.37

SUSPENSION OF RULES:

1. Any or all of the meeting rules contained in this policy may be suspended for any one meeting by a unanimous vote of all the members of the Board present.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 13: BOARD COMMUNICATIONS

POLICY NO.: 13.1

BOARD COMMUNICATIONS:

1. The Board should ensure that it communicates effectively, with the Chief, Council, and the public. These communications should focus both on plans and on progress in fulfilling them. Communications should also encompass the tasks and challenges facing the Board and the Service in fulfilling its mandate.
2. The Chair of the Board, or designate, is the spokesperson for the Board. Formal external communication of Board activities and Board messages is the responsibility of the Chair or designate, with the assistance of the Secretary, through various channels such as speeches, press releases and briefings.
3. As a principle, outside of the meetings of the Board of Police Commissioners, the Board makes its public comments as a group, rather than individually, and does so through the Chair or designate.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 14: ORIENTATION AND EDUCATION

POLICY NO.: 14.1

ORIENTATION AND EDUCATION:

1. On-going training and professional development on matters of governance will be available should the Board's self-assessment determine its desirability.
2. The Secretary to the Board will provide new Board members with an orientation package on the Board and their roles and responsibilities as Board members. As needed, the Secretary will also provide an orientation session and education program in governance for new Board members.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 15: RISK ASSESSMENT AND MANAGEMENT

POLICY NO.: 15.1

SASKATOON BOARD OF POLICE COMMISSIONERS RISK ASSESSMENT:

1. The Board of Police Commissioners has responsibility to undertake an annual assessment of the primary risks that could cause it not to achieve its strategic goals. These typically include both internal and external factors that may impede the successful execution of the Board's goals and objectives as contained in its Strategic Plan.
2. The risk assessment is to be reviewed annually, updated as required, and then to have applicable elements of the updated assessment integrated with its own the Strategic Plan.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 15: RISK ASSESSMENT AND MANAGEMENT

POLICY NO.: 15.2

SASKATOON POLICE SERVICE RISK ASSESSMENT:

1. The primary responsibility of the Saskatoon Board of Police Commissioners relative to the Risk Assessment developed by the Saskatoon Police Service, as it exercises the Board's oversight role, is to review the Police Service's Risk Assessment. The purpose of this review is to identify areas in which the Police Service has, in the opinion of the Board, overstated, understated or missed any relevant risks. In the event of any such issues, the Board will present these to the Police Service, through the Police Chief, for the Service's consideration.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 16: SUCCESSION PLANNING

POLICY NO.: 16.1

SASKATOON BOARD OF POLICE COMMISSIONERS SUCCESSION PLANNING:

1. Members of the Board, aside from the Mayor, cannot serve more than six years on the Board.
2. Therefore, it is important that the Board be cognizant of processes that lead to ongoing and smooth transitions of members entering and exiting from Board membership.
3. The process of acquisition of Board candidates is the responsibility of the Board itself, with the assistance of the City of Saskatoon and its board membership candidacy process. From the list of candidates putting their names forward for consideration for board positions, undertaken through the City of Saskatoon intake process, the Saskatoon Board of Police Commissioners is responsible for reviewing the applications received for any vacant positions on the Board, and putting its recommendations forward to Saskatoon City Council.
4. All positions on the Board, outside of that of the Mayor, are for one year term. Saskatoon City Council has the final determination on Board appointments for the upcoming year.

POLICY AND PROCEDURES OF THE
SASKATOON BOARD OF POLICE COMMISSIONERS

SECTION 16: SUCCESSION PLANNING

POLICY NO.: 16.2

SASKATOON POLICE SERVICE SUCCESSION PLANNING:

1. The Saskatoon Board of Police Commissioners is responsible for ensuring that the Police Chief has a succession plan in place which can be used in the event of either planned or sudden departure from the Police Chief position.